

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number 02-21****TO: All Eligible Jurisdictions and Interested Parties****DATE: October 18, 2002**

SUBJECT: 1) Notice of Funding Availability (NOFA) for Fiscal Year 2003/2004 CDBG General/Native American/Colonias Allocation Funding Cycle,
2) NOFA for Fiscal Year 2002/2003 Colonias Allocation Funding Cycle,
3) Notice of Application Training Workshop Dates and Locations, and

Purpose of this memo

1. To notify all eligible jurisdictions and interested parties of the dates and locations of application training workshops. Each year at the beginning of the annual funding cycle for General, Colonias and Native American Allocation funds, the State CDBG program conducts application training workshops. These workshops provide information to interested jurisdictions about the availability of funds and how to prepare the application package. State CDBG staff will be available before and after the workshops to meet with interested parties to discuss specific funding proposals.
2. The Notice of Funding Availability (NOFA) pertaining to these workshops is being mailed with this memo.

Note: Application packages will be available on November 1, 2002 and they will also be available at all application training workshops.

Workshop contents

These workshops provide information to eligible jurisdictions and interested parties about the availability of funds and how to prepare the application package.

Who should attend?

These workshops are most important to those jurisdictions intending to submit a General, Colonias and/or Native American Allocation application in the FY 2003-04 funding round or a Colonias application for the FY 2002-2003 funding round. Jurisdictions and interested parties should plan to attend the workshop in their region. **Travel to these workshops is an allowable CDBG expense under general administration.** CDBG Field Representatives from each region will be available for consultation at the workshops.

Dates and locations: This year, CDBG staff will present seven workshops around the State. The workshops will run from 9:00 a.m. to approximately 4:00 p.m. There is no need to make reservations and there is no registration fee. See attached listing of scheduled application workshop locations.

If you have any questions please call (916) 263-0485 or contact your field representative.

SPECIAL NEEDS: The training locations are accessible to persons with physical disabilities. Persons who need auxiliary aids or services, such as interpreters for persons who are hearing impaired, a reader, large print or Braille, are requested to contact the state CDBG program's Equal Opportunity Specialist, Patrick Talbott at 916-263-0482 no less than three weeks before the event so that appropriate arrangements can be made.

Individuals with hearing impairments can use the California Relay system to call Patrick Talbott by simply dialing 711. If this does not work then you can dial 1-800-735-2922 or if you are using a TTY then you can dial 1-800-735-2929 and they will assist you in contacting Mr. Talbott.

Schedule of Locations *for* CDBG Application Training Workshops

<u>Date</u>	<u>Location</u>	
Wednesday, November 6, 2002	Arcata	Redwood Lodge Redwood Park Arcata, California
Friday, November 8, 2002	Redding	Redding City Hall 777 Cypress Avenue Civic Center Community Room (adjacent to City Council Chambers) Redding, California
Wednesday, November 13, 2002	Delano	Delano City Hall City Council Chambers 1015 11 th Avenue Delano, California
Thursday, November 14, 2002	Atwater	City Council Chambers 750 Bellevue Road Atwater, California
Tuesday, November 19, 2002	San Diego	San Diego Association Of Government 401 B Street, 8 th Floor, Main Board Room San Diego, California
Wednesday, December 4, 2002	Sacramento	Health & Human Services Training Center 9323 Tech Center Dr., Ste 100 Sacramento, California
Friday, December 6, 2002	Woodland	Woodland Public Library Leake Community Room 250 "1st" Street Woodland, California

Proposed Agenda

2003 State CDBG Application Preparation Workshop

9:00 – 9:15	Registration and Introductions
9:15 - 9:45	The ABC's of CDBG <ul style="list-style-type: none">• Meeting a National Objective• Eligible Activities• Limitation on awards, admin
9:45-10:00	Citizen Participation in preparing an application
10:00-10:30	Review of P/TA Application process
10:30 – 10:45	Break
10:45 – 11:15	CDBG Program Changes The Application Scoring Process <ul style="list-style-type: none">• What was funded• Common errors
11:15 -11:45	Review of Application Forms <ul style="list-style-type: none">• Housing Element• Resolution• Statement of Assurances• Maps
11:45-1:00	Lunch Break On your own

1:00-2:15	<p>Overview Community Facilities and Public Services</p> <p>Overview Housing Rehabilitation</p> <p>Overview Housing New Construction and Housing Acquisition Activities</p> <p>Overview Public Works</p>
2:15-2:30	Break
2:30-4:00	<p>Model activity descriptions forms from 2002 funding cycle</p> <ul style="list-style-type: none"> • Housing Rehabilitation • Housing New Construction • Housing Acquisition • Community Facilities/Public Services • Public Works
4:00	Questions and Answers

CDBG Application Training Workshops

Arcata

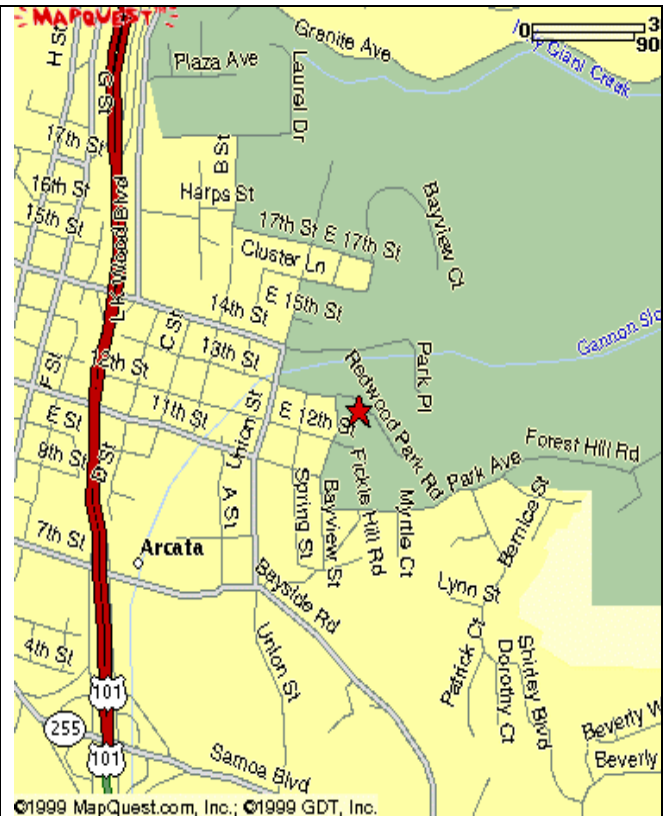
Wednesday, November 6, 2002

**Redwood Lodge
Redwood Park
Arcata, CA**

Directions: From Hwy 101 take eastbound Samoa Blvd, turn left on Union St., turn right on 11th St., turn left on Bayview Rd. and continue up to the lodge.

Free Parking near building

Facility Phone Number: (707) 825-2138



Redding

Friday, November 8, 2002

**Redding City Hall
777 Cypress Avenue
Civic Center Community Room
(adjacent to City Council Chambers)
Redding, CA**

Parking: Free Parking

Facility Phone Number: (530) 225-4447



Delano

Wednesday, November 13, 2002

City Hall
1015 11th Avenue
City Council Chambers
Delano, CA

Parking: Free parking available near building.

Facility Phone Number: (661) 721-3300



Atwater

Thursday, November 14, 2002

Atwater City Council Chambers
750 Bellevue Road
Atwater, CA

Directions: Exit Hwy 99 at the Applegate/Winton Avenue exit. Turn north on Winton Avenue until Bellevue Road. Turn right and proceed to 750 Bellevue Ave.

Parking: Free parking available near building.

Facility Phone Number: (209) 357- 6300



San Diego

Tuesday, November 19, 2002

San Diego Association of Government
401 B Street, 8th Floor
Main Board Room
San Diego, CA

Parking: Free parking available near building.

Facility Phone Number: (619) 595-5300



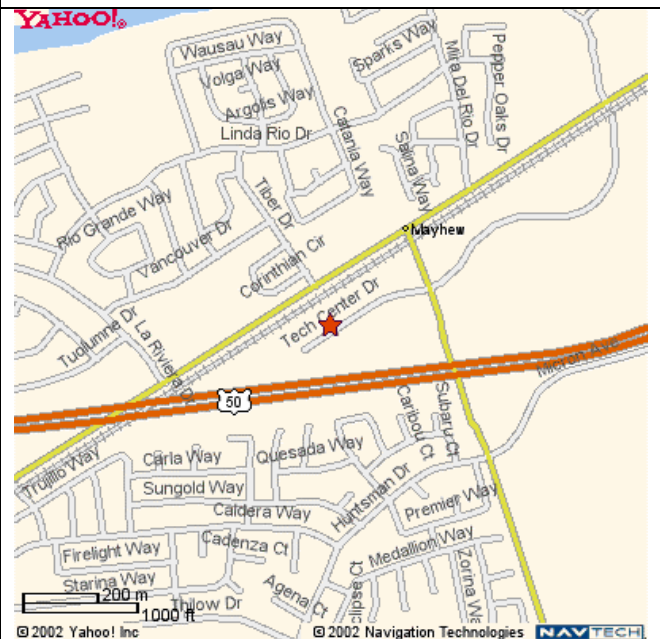
Sacramento

Wednesday, December 4, 2002

Health & Human Services Training Center
9323 Tech Center Dr, Ste 100
Sacramento, CA

Parking: Free parking available near building.

Facility Phone Number: (916) 739-7502



Woodland

Friday, December 6, 2002

**Woodland Public Library
Leake Community Room
250 1st Street
Woodland, CA**

Parking: Free parking available near building.

Facility Phone Number: (530) 661-5980

